

77-2129

AIR

WGM-1929

~~SECRET~~

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Chief of Station, [REDACTED]
VIA Chief, NSA
Chief, [REDACTED]

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Support

Reduction of Administrative Workload

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REF a. Book Dispatch [REDACTED] dated 12 February 1957.

b. Dispatch No. [REDACTED] dated 27 March 1957.

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1. Your reply to Book Dispatch No. [REDACTED] is appreciated and the suggestion you make is both timely and appropriate.

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2. A new Handbook, [REDACTED], on financial accounting and reporting for Class B Stations and Bases is nearing the final stages of coordination. It is suggested that you try the new and greatly simplified procedures and see if this does not resolve your problem.

3. Actually, Form 507 will be continued although it may be modified, but this Form is required since the monthly accounting has been reduced to the barest essentials. It is to be no more than a cash journal which can be kept on a day-to-day basis as expenditures occur, with no summarization required, and sent in at the end of the month. It has been compared to a checkbook in its simplicity. The need for continuing Form 507 is therefore apparent since nowhere else will unliquidated obligations or commitments appear.

4. Your views on the new procedure will be appreciated after you have had an opportunity to test it.

(signed) H. Gates Lloyd

for L. K. WHITE

27 June 1957

SSA-DD/S:AMW/ms

Distribution:

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